

**City Council of the City of New Castle  
Budget Workshop Meeting  
Town Hall - 201 Delaware Street – New Castle  
Thursday – June 13, 2013 – 6:00 p.m.**

**Called to order:** 6:00 p.m.

**Roll call:**

Councilperson Megginson  
Councilperson Cochran  
Council President Barthel  
Councilperson Petty  
Councilperson Vanucci

**Also present:**

City Treasurer Janet Carlin  
Manager of HR & Finance Marian Delaney  
Public Works Supervisor George O’Neal  
Building Official & Fire Marshall Jeff Bergstrom  
Mayor Don Reese

**Review City Department Budget Requests**

**Dept 0200/Public Services**

Personal Service

Mr. Bergstrom reported that city has been able to obtain the fire code from other entities at no charge but will have to purchase it. The organization membership of \$165 reduces the cost of purchasing the code and was placed under 6055 Professional Development. Purchasing the Fire Code was placed in 6110 Books/Reference Materials.

Mr. Bergstrom reported that the building code must be upgraded this year. The organization membership of \$300 was placed under 6055 Professional Development and the cost \$1850 to update and publish the code was added to 6110 Books/Reference Materials.

Mr. Bergstrom reported that the NFIP insurance program is changing with the price increasing. The city currently enjoys a 10% discount. In order to obtain the best price, recertification is necessary and rating for lower flood insurance has to be justified. Mr. Bergstrom will be recertified as a floodplain manager by taking a test which costs \$450. He can then do the work to justify the discount. Notifications to the residents have been handed out but a more formal process of mailing notices proposed changes is needed. The cost of printing and mailing will be added to the budget of \$4,200. Previous discounting due to city certification has saved residents about \$30,000. Ms. Delaney inquired whether this expense will be yearly or one time. Mr. Bergstrom said the large expense will be one time to obtain the new rating. The city has many advantages like the flood gates and repairs to the dikes that will justify the discount, but all of those items must be documented and submitted to obtain the discount.

Mayor Reese read the new regulations that delineate the requirements that city must follow. Failure to recertify will result in dramatically higher flood insurance premiums for residents.

President Barthel inquired about the number of houses in the floodplain. Mr. Bergstrom estimates that the percentage of the land in the flood plain is 1/3 but most of it is marsh. There are about 300 homes currently in the floodplain. Some mapping like Buttonwood is accurate but other areas are very inaccurate. Part of Van Dyke village is in the floodplain, but hasn't been previously recorded.

MS4 audits are being completed for Phase 1 cities in New Castle County. The audits are being done by contractors with a percentage of the fines imposed going to the contractors. The MS4 audit looks at things like sweeping streets and maintaining ditches. New Castle is doing a good job and is very compliant with the requirements but we don't have good records. In order to have good documentation, \$4000 of equipment, \$200 certification and \$2,000 of consultant time will be required. The equipment is specific to this work. When pictures are taken of completed work, it records the date, time and GPS location and then enters the information into an Excel spreadsheet. The Excel database is accepted by the Federal Government's auditors as proof of compliance. There are almost 1,000 points that must be regularly inspected and documented. The audit of New Castle is expected to be this fiscal year.

Ms. Delaney will change the name of a line item or add a new one for these items. She asked for supporting documentation for the costs presented. Ms. Delaney asked if additional staff would be needed. Mr. Bergstrom believes that the current staff can handle the additional work.

6120 Computers and Software Expenses. The FY2013 costs are for a computer, printer and several software subscriptions plus a portion of the costs for support from Technology Matrix. Mr. Bergstrom inquired about replacements for the XP computers because Microsoft support and virus updates for XP systems will end soon.

Mr. O'Neal requested \$700 for a new computer for the new foreman. There was some discussion to define what is needed. Councilperson Cochran inquired about sharing computer resources. President Barthel asked Mr. Bergstrom to research and clarify the computer needs and to estimate \$6,000 until further information is supplied.

Line item 6170 office supplies will be budgeted at \$3000 and 6175 Operating Supplies will be reduced from \$8,500 to \$7,000. Mr. O'Neal reported that purchasing online rather than from Grainger's has dramatically reduced costs.

Mr. O'Neal reported that sending the business licenses online hasn't always worked and they no longer have a postage machine in Public Service. They are sharing the postage machine at the police station and admin building. They are still trying to deliver all of them online. Ms. Delaney reported that removing the postage meter has saved \$2,000. President Barthel suggested budgeting \$1,500.

Item 7075 Bldg Appeals/Revolving Fund is for demolition of buildings and some portion is repaid and deposited in the General Fund. President Barthel suggested keeping the budget at \$5,000.

The item 7120 administrative expense is a catchall for unexpected expenses. For FY2013, items in this category were the time recorder and food for staff and employees working during the hurricane. President Barthel suggested keeping this item at FY13 level of \$500.

#### Contractual Service

The cost of 7085 Fuel & Lubricants continues to rise and will be budgeted at \$45,000. The 7105 Landfill Fee is also rising and \$140,000 will be needed. The 7106 Yard Waste is over budget due to the addition of a fuel surcharge halfway through year and will be budgeted at \$18,000. Savings are being realized in 7155 Safety Equipment due to online purchases and will be budgeted at \$2,500.

The line item 7170 Small Tools is under budget for 2013 but a new pressure washer is needed to get salt and mud off of the trucks. The equipment is also used by MSC and the police. Ms. Delaney put the pressure washer under capital instead of this account. Mr. O'Neal reported the need for a new \$1200 jack hammer which will also be included under capital.

7171 Radio/Repairs costs are reduced because new radios purchased in FY11 haven't needed repairs, but \$1,000 will be budgeted for FY14. 7190 Traffic Light Repair is zeroed because all the lights are now taken care of by state.

7195 Truck Repair will increase as the equipment ages and will be budgeted at \$30,000. Much of the cost is for tires.

New uniforms were just purchased and are needed regularly. 7205 Uniforms will continue at \$5,500.

There was discussion about what is included in 8085 Special Event Supplies. Ms. Delaney reports that the FY13 costs were \$509 for plywood from Home Depot in March. It was used to fix the floor on the band shell. This item will be zeroed out and the costs put under operating supplies.

The 8095 Special Events Overtime includes Wednesday concert costs but does not include 2013 Separation Day costs. The budget will be decreased to \$600.

The items in 8105 Street Materials is for pot holes, crush and run and mulch. For FY13, \$4,000 has been spent for mulch. The budget for FY14 will be \$5,000.

#### **Dept 0203/Snow and Ice**

The costs under 8080 Sand & Abrasives is low due to lack of snow and ice this year, but will be budgeted at \$5,000 to be prepared for next winter. If 8085 Outside Contractors are needed to clear snow and ice, it is a bad snow and some of the cost is usually refunded due to declaration of state emergency. The budget will remain at \$2,000.

### **Dept 0204/Parks & Property**

#### **Contractual Service**

The budget for 6001 Seasonal Beautification Landscaper will remain at \$12,000. The 7432 Beautification Committee requested \$2,500.

Item 6005 OT Battery Park Restroom is for weekend cleaning and was previously paid by trustees. Costs have been below estimate because one of the workers takes comp time in lieu of pay. The budget will be \$1,300.

There is no need for 7060 New Equipment , 7061 City Funded Tree, 8050 Playground Equipment, or 8081 Park Enhancements for this year. 7065 Equipment Repair is mostly playground equipment and will be kept at \$300. 7100 Playground Maintenance & Wood Carpet for the playgrounds requires two truckloads at \$3,000 for the five parks other than Battery Park.

### **Dept 0205/Public Services Capital**

The pressure washer and jack hammer previously discussed will be added as new items under this category. The 7533 Trash Truck Accessories is \$30,000 for the final trash truck payment. The budget recommendation for 7536 Storm Drainage is \$10,000. New Castle has miles of old storm drains and recently spent \$5,000 at 5<sup>th</sup> and Delaware. President Barthel noted that putting funds for storm drainage repair under this account means less funding is needed for the contingency budget.

7350 Copier Lease is ending. Mr. O'Neal is getting quotes from Ricoh and Canon and expects the cost to be about \$3,400.

### **Dept 0901/Building Maintenance**

Ms. Delaney met with Councilperson Vanucci to review the budget for building maintenance. For 6175 Operating Supplies, the same amount, \$200 was budgeted. The FY 2013 \$25,000 in expenses for 6195 Telephone Service Admin Bldg. includes about \$13,000 for the Collins upgrade, so \$14,000 is requested. 6196 Telephone Service for Public Services budget is \$11,000 and 6197 Telephone Service for Public Safety is \$16,000. 7045 County Sewer Assessment is budgeted at \$1,100.

The 7135 Outside Services, Fiber is due to squirrels chewing the lines. The last repair included wrapping the conduit. President Barthel asked if insurance is available for the lines.

The 8000 Building Heat costs are down due to a new heating/air conditioning system and will be budgeted at \$1,200.

8005 Administration Building Repairs are needed in FY14 for the railing to the second floor, leaks, front door repairs, patching the wall down to basement and an interior wall that was not refinished after the heat installation.

8006 Public Safety Building Repairs/Maintenance includes a request by the Police Chief for the interior of the police building to be painted. 8045 Public Safety Building Heat budget remains at \$5,500.

The FY13 costs for 8060 Preventative Termite/Pest Control were posted incorrectly, but are \$1,300 with the same amount needed for next year.

8070 Public Service Heat is \$5000 and 8075 for Public Safety Bldg. Repairs/Security Maintenance is \$6,000.

Ms. Delaney believes 8077 Town Hall Heat is high at \$3,674 year-to-date considering use of the second floor. She will confirm that the city is only billed for the second floor.

8081 Robbinsville Sub-station costs include cost of security instruments monitoring and is budgeted at \$4,000.

8082 Capital Reserves is budgeted at \$5,000 for emergencies.

8084 Building Security Maintenance Admin is the security system for the administration building budgeted at \$1,500.

Councilperson Vanucci reporting receiving two quotes each for about \$4,000 for work on the Administration Building to include the railing and patching and is expecting to receive one more quote. Councilperson Cochran asked that the code be checked in regard to handicapped access for the railing. Councilperson Vanucci reported that the door to the building may need to be changed due to leaks. Councilperson Petty discussed previous problems with leaks around the door, repairs to the roof, and leaks to the basement.

President Barthel asked Ms. Delaney to prepare a summary of the budget requests to date if she has time available before Monday's meeting.

**Motion to adjourn: 7:27 pm**

Respectfully submitted,

Janet Wurtzel  
New Castle City Clerk